

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
FOR PERSONNEL POLICY
THIRD SESSION
December 3, 2008**

PRESENT: TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY:

GUESTS: Carl Knapp, George Malette, Nick Manolis, Frank Campana, Don Burke, Sherry Burdick, Phil St. Cyr, Tina Connor, Gregory Begin, Donna Osborne, Jan Snyder, Jeff Spring

Chairman Clow called the meeting to order at 7:05 PM.

The Board continued the review of the Town Personnel Policy draft as developed by the Benefit Review Committee. This was the third session in this review. The following sections of the Personnel Policy were discussed and the following reflects changes that the Board agreed to by consensus. The changes are in *italics*.

G. Wage / Salary Schedule – Wage and salary schedules for each position shall be available in the Human Resources Department of the Selectmen's Office. Any applicable wage increases following the annual review will be effective the first full pay period after April 1st of each year. In addition, the Board of Selectmen has the authority to increase wages at their discretion outside of the review process.

H. Anniversary Date – The employee's anniversary date is defined as the month and day upon which the employee was first hired or appointed to Town service. An employee's anniversary date shall determine the employee's length of service for purposes of vacation, sick leave, and retirement system benefits. Seniority shall be determined *based upon length of service to the Town of Weare*.

I. Political Activity – It is the right of employees to belong to political parties of their choice and to freely exercise their right to political involvement. However, such involvement shall not conflict with the employee's position with the Town of Weare. Employees shall not use their position to advance the candidacy of any individual or personal cause and shall not campaign for an individual or personal cause while on duty. *Such activity may include diplomacy action, up to and including termination.*

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J. Reclassification – Department Heads or Town Administrator may recommend to the Board of Selectmen that an employee be reclassified to a position other than the position currently held. In making the recommendation, the Department Head shall clearly state the reason(s) and provide past and present performance evaluations.

K. Outside Activities – Town employees may engage in outside employment or activities provided such employment or activity does not interfere with the employee's duties to the Town *or create a conflict of interest. Such activities or employment must be approved by the Board of Seletmen.*

V. **COMPENSATION, ATTENDANCE & LEAVE:**

A. Hours of Work – The Department Head, with the approval of the Board of Selectmen will establish the weekly work schedule. Current work schedules will be posted at the respective facilities and offices.

Employees are entitled to two fifteen (15) minute breaks per eight-hour shift worked. Break times shall be at the discretion of the Department Head or Supervisor. Abuse of break time shall constitute grounds for disciplinary action, *up to and including termination.*

Town Administrator to check with DOL to make certain this conforms to requirements.

B. Overtime – No non-exempt employee of the Town of Weare shall work hours in excess of their regular work assignment unless the overtime hours have been approved by their Supervisor or Department Head. All overtime hours shall be initialed by Department Head or Supervisor on time cards.

Overtime will be calculated only on time ***actually worked*** within that pay period.

C. Compensatory Time – In lieu of overtime pay, non-exempt employees may elect, with Department Head approval, an hour and a half of compensatory time for an hour of extra work. A maximum of 27 comp time hours (40.5 regular hours) will be allowed to be accrued. Compensatory time will NOT be carried over from one year to another. Any unused compensatory hours will be paid in the employee's last paycheck of the fiscal year.

D. Holidays – All employees shall be paid for the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day.

All employees shall receive two floating holidays per year. All Town offices will be open on these days. No floating holiday may be taken before the day upon which it is earned. Requests to use floating holidays shall be made and approved in the same manner as vacation leave. Floating holiday time not used by the end of the calendar year will be lost.

E. Vacation Leave – All full-time employees shall earn vacation leave based on their

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length of employment and it will be accrued on a monthly basis as follows:

- 1 - 3 Years - 10 days / accrued 6.67 hours per month
- 4 - 5 Years - 12 days / accrued 8.0 hours per month
- 6 -10 Years - 15 days / accrued 10 hours per month
- 11-15 Years - 20 days / accrued 13.33 hours per month
- 16 + Years - 25 days / accrued 16.67 hours per month

All part-time employees who work at least 25 hours per week shall earn vacation time at a rate of 2.66 hours per month or 4 days per year.

Schedules of vacation leave shall be arranged by each Department Head or Supervisor so that vacations do not interfere with the work schedule of the department. Preference shall be given to the employee with the greatest seniority except that an employee's request for a third week of vacation shall not take precedence over another employee's request to use his/her first two weeks of vacation. *All vacation must be taken in full-day increments.*

Employees who are re-employed following an absence of not more than one year shall be credited with their prior years of service for vacation accrual purposes, providing that absence was due to: (a) illness of the employee; (b) layoff; (c) military service; or (d) injury while in the service of the Town.

Upon the death of an employee who is eligible for vacation, payment shall be made to the employee's estate for the accrued and unused vacation leave.

No employee shall be entitled to use vacation leave until completion of their probationary period.

An employee shall be allowed to carry over one half (1/2) of any vacation accrual earned in the previous year. At no time may an employee have more than one and one-half (1½) times his/her annual accrual on the record. The above benefit shall be determined on a pro-rata basis for regular part time employees. (From PD contract)

The Board reviewed through Vacation, Section V, subsection E.

Other Business:

The Board revisited a nonpublic session that was held just last Monday and voted to seal those meeting minutes. The vote to seal was inadvertently overlooked or was not recorded.

Chairman Clow made a motion to seal the nonpublic meeting minutes taken on Monday December 1, 2008; the motion was seconded by Selectman Butt; all Board Members present voted in favor, 4-0.

Adjournment 9:10PM

Fred Ventresco, Recording Secretary